CAPPS HR/Payroll — User Group Meeting Minutes
Tuesday, July 23, 2019
9–11 a.m.
Travis Building, Room 1-100

I.   Welcome (Andrea Smith)

- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- Governance team is working on setting up the election process for new voting members for the fiscal 2020–21 biennium, which runs from Sept. 1, 2020 through Aug. 31, 2021.

II.   Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
  - The *CAPPS HR/Payroll Summary and Trend Report 07/23/19* document was reviewed.
    - In June, there were 695 active SRs with 111 in high priority status.
    - As shown in the Trend chart, there were 443 SRs opened and 387 closed in June.
    - Many of the tickets opened were for the Time and Labor module, particularly inquiries on how to handle time tickets regarding holidays. Holidays are configured ahead of the month and these tickets stay open until the holiday has passed.
    - Additionally, the HR/Payroll team is looking at salary actions from agencies. The team opened tickets relating to various payroll inquiries.
    - Awaiting customer status tickets are mostly from HUB agencies and due to baseline acceptance questions. For June, there were 18 tickets in *Awaiting Customer* status.

- **Governance Approved Enhancements**
  - The *CAPPS HR/Payroll Governance Approved SRs 07/23/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 3023 is a Time and Labor module request for the superuser's *Comp Balances by Employee* report. The SR is now in *Assigned* status due to a calculation issue that is being addressed. This SR is in conjunction with SR 2497.
    - SR 2497 is a Performance Management module, which is in *Pending Prod Migration*.
    - SR 5005 is now in *Pending Prod Migration*. This SR will query out comments during the evaluation process.

- **Required Maintenance**
  - The *CAPPS HR/Payroll Required Maintenance 07/23/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 11259 is a Time and Labor module to allow superusers administrative time. This SR is currently in *Pending Prod Migration*.

III.   Upcoming Vote: SRs Submitted to Governance (Andrea Smith)

- The *CAPPS SRs Submitted to Governance 07/23/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
  - SR 8889 is a Performance Management module update modifying permissions that allows managers or agency administrators to modify or delete attachments.

- o SR 11815 is a Performance Management module update modifying the process to bypass the auto transfer function when documents are manually entered.
- o SR 205 is a Payroll module update to save warning messages when making either a direct deposit or a W-4 update.
- o SR 13802 is a Talent Management module update requiring the salary field to be updated upon offer, while giving the option to enter a value of zero.

IV. Fiscal Year-End (FYE) Updates (Allen Varghese)

- The *Fiscal Year-End Presentation 07/23/19* document was reviewed.
- Key information for FYE processing schedule:
  - o All transactions processed on Aug. 30 by 5 p.m. will be sent to Standardized Payroll/Personnel Reporting System (SPRS). All processing will cease until Sept. 3 at 7 a.m.
- Key information for pre-FYE rollover activities:
  - o The CAPPS team will open an Application Service Provider (ASP) ticket with the description "Agency xxx FYE 2019" for each agency. This will be used to capture al communication and documentation.
  - o The final budget load and/or re-organization (re-org) spreadsheets must be attached to the ASP ticket by Aug. 21.
  - o Any last-minute position changes that could impact the department budget load details must be communicated.
  - o Agencies need to inform managers and employees to make any date-sensitive August entries ahead of the outage, and ensure all employees are aware of the outage.
- Key information for post-FYE rollover activities:
  - o Agencies should validate that all employees have been appropriately updated for the new fiscal year. Employees need to be notified of the deadline by which they must enter all annual leave entries with dates prior to Sept. 1.
  - o Agencies should review the "CAPPS ERD Inbound Results" file for errors, and spot check their employees benefit elections.
  - o Complete the military rollover process after the federal FYE, which is Sept. 30.

V. Project Update: HR/Payroll Fiscal 2019 Deployment (Diana Urban)

- The *CAPPS Fiscal 2019 HR Payroll Agency Deployment Project Dashboard 07/23/19* document was reviewed.
- The project is green and on track.
- The implementation date is July 15, 2019.
- Key items in the next 30 days:
  - o Continuing the training development.
  - o CAPPS completed a successful Go-Live and are now proceeding with post Go-Live support and beginning communications with fiscal 2020 agencies.

VI. Upcoming Meeting

- Tuesday, Aug. 20, in the Travis building, Room 1-100